



Government Support Services – Contracting
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December 2, 2010

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS10462A-MICROGRAPHIC
MICROGRAPHIC SERVICES AND CONVERSION SERVICES

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:
<http://gss.omb.delaware.gov/contracting/contracts/462.shtml>

1. Will a proposal in response to your RFP that provides conversion services to convert all source documents (hard copy paper, microfiche, microfilm) to electronic media in which all documents will be captured in Portable Document Format (PDF) and stored on a secure computer database available to selected State representatives be considered acceptable? Consequently, Part 1 of the Scope of Work calling for the microfilming of source documents would not be accomplished in lieu of converting all source documents to electronic media. Further, Part 2 of the Scope of Work would be accomplished for all source documents.

We would be flexible in how a vendor arrives at the final product, as long as all specifications are met.

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2. Can you provide an estimate of the average monthly volume of pages of source documents listed in the table shown on page 93 of the RFP? Providing the volumes by agency, department, or group would be appreciated.

Vendor usage reports can be found at the following link:
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

3. Can you provide an estimate of the average number of pages of backfile/archived source documents listed in the table shown on page 93 of the RFP? Providing the volumes by agency, department, or group would be appreciated.

Vendor usage reports can be found at the following link:
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

4. Will document preparation services be provided by State agency, department, or group representatives?

Possibly. Some agencies have the resources to provide fully-prepped records; others may not and might be willing to pay for that service.

5. For conversion services that are to be accomplished at State of Delaware Sites, what will be the hours of access for our employees?

See #7 below. Regular State work hours are 8:00-4:30 but this would be negotiated by the vendor and client agency.

6. For conversion services that are to be accomplished at State of Delaware Sites, what arrangements are planned for secure space for our equipment, as well as, work spaces needed for the production activity?

See #7 below. This would be negotiated by the vendor and client agency.

7. Will there be one central site for all conversion services or will conversion services be accomplished at individual State agency, department, or group sites? Please provide address location(s).

We are assuming all work will be completed at the vendor's site(s). Alternative arrangements would not be dismissed if service provided proved to be identical. Our experience has been that remote work at an agency site would be an exception, not the rule, but certainly negotiable between the vendor and the client agency.

8. Is there an estimate of the volume of documents/pages that may be processed at our headquarters secure location in Baltimore, Maryland?

Every job would be unique, so we cannot produce specific data. Volume might range from a few cubic feet to dozens of cubic feet.

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9. Who is currently providing the supplemental services to the State of Delaware.?

Data Management Internationale' is the vendor on the current contract.

10. Confirm \$80k surety bond. When is it due?

Yes, the awarded vendors will need to provide an Eighty Thousand Dollar (\$80,000.00) performance bond with their signed contract.

11. Can we bid on part 1 and not part 2?

Yes, you are able to bid on Part 1, Part 2, or both sections.

12. How much is spent annually on 2 - 6 (page 64) of the microfilming activities performed by DPA?

Vendor usage reports can be found at the following link:
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

13. How much volume does DPA process for 2 - 6 (page 64) microfilming activities?

Vendor usage reports can be found at the following link:
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

All other terms and conditions remain the same.